

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>Offeror to Complete Blocks 12, 17, 23, 24, & 30</i>					1. Requisition Number 00240004-0080/002		PAGE 1 OF 6				
2. Contract No. GS35F0195J		3. Award/Effective Date Sept. 30, 2004		4. Order Number CPSCF041389		5. Solicitation Number		6. Solicitation Issue Date			
7. For Solicitation Information Call:		a. Name WILLIAM GRAVES wgraves@cpsc.gov				b. Telephone Number (No collect calls) (301) 504-7045		8. Offer Due Date/Local Time /			
9. Issued By US CONSUMER PRODUCT SAFETY COMM DIVISION OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA, MD 20814-4408		Code CPSC		10. This Acquisition is <input type="checkbox"/> Unrestricted <input type="checkbox"/> Set-Aside % for <input type="checkbox"/> Small Business <input type="checkbox"/> HubZone Small Business <input type="checkbox"/> 8(A) NAICS: _____ Size Standard: _____		11. Delivery for FOB Destination Unless Block is Marked. <input type="checkbox"/> See Schedule		12. Discount Terms Discount: 0% Net due: 30			
				13a. This contract is a rated order under DPAS (15 CFR 700)		13b. Rating		14. Method of Solicitation <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. Deliver To CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF INFORMATION SYSTEMS 4330 EAST WEST HWY ROOM 506 BETHESDA, MD 20814-4408				Code ISIS142		16. Administered By WILLIAM A. GRAVES Code B07					
17a. Contractor/Offeror CDW Government Inc. 75 Remittance Dr. Suite 1515 Chicago IL 60675 Telephone No. 877-865-9424				Code 00019418 Facility Code		18a. Payment Will Be Made By CONSUMER PRODUCT SAFETY COMM ACCT OFFICER, DIV OF FIN MGMT ROOM 522 WASHINGTON, DC 20207 (301) 504-0018 Code PAYMENT					
17b. Check if Remittance is Different and Put Such Address in Offer. <input type="checkbox"/>				18b. Submit Invoices to Address Shown in Block 18a Unless Box Below is Checked. <input type="checkbox"/> See Addendum.							
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
		SEE PAGE 2 FOR REQUIRED PRODUCTS									
25. Accounting and Appropriation Data 04 PS EXOB 1100 52583 312E						26. Total Award Amount (For Govt. Use Only) US 1,883.57					
27a. Solicitation incorporates by reference FAR 52.212-1, 52.212-4, FAR 52.212-3 and 52.212-5 are attached. Addenda <input type="checkbox"/> are <input type="checkbox"/> are not attached											
27b. Contract/Purchase Order incorporates by reference FAR 52.212-4, 52.212-5 is attached. Addenda <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached											
28. Contractor is required to sign this document and return _____ copies to Issuing Office. Contractor agrees to furnish and deliver all items set forth or otherwise identified above and on any additional sheets subject to the terms and conditions specified herein.						29. Award of Contract: Reference _____ Offer Dated _____ Your offer on Solicitation (Block 5), including any additions or changes which are set forth herein, is accepted as to items:					
30a. Signature of Offeror/Contractor						31a. United States of America (Signature of Contracting Officer)					
30b. Name and Title of Signer (Type or Print)				30c. Date Signed		31b. Name of Contracting Officer (Type or Print) PETER J NERRET pnerret@cpsc.gov				31c. Date Signed 9/30/04	
32a. Quantity in Column 21 Has Been <input type="checkbox"/> Received <input type="checkbox"/> Inspected <input type="checkbox"/> Accepted, and Conforms to the Contract, Except as Noted: _____											
32b. Signature of Authorized Government Representative						32c. Date			32d. Printed Name and Title of Authorized Government Representative		
32e. Mailing Address of Authorized Government Representative									32f. Telephone Number of Authorized Government Representative		
									32g. E-mail of Authorized Government Representative		
33. Ship Number		34. Voucher Number		35. Amount Verified Correct For		36. Payment <input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Final			37. Check Number		
<input type="checkbox"/> Partial <input type="checkbox"/> Final											
38. S/R Account Number		39. S/R Voucher Number		40. Paid By							
41a. I certify this account is correct and proper for payment				41c. Date		42a. Received By (Print)			42b. Received At (Location)		
41b. Signature and Title of Certifying Officer						42c. Date Rec'd (YY/MM/DD)			42d. Total Containers		

PW

SCHEDULE Continued

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
	THIS IS A FIRM FIXED PRICE-TYPE CONTRACT				
	THE CONTRACTOR SHALL PROVIDE THE FOLLOWING PRODUCTS LISTED BELOW:				
0001	Xerox Phaser 8400DP GOV Duplex 24pp, P/N: 585469, Mfg# 8400/YDP	1	EA	1,545.47	1,545.47
0002	Xerox Black Solid Ink (3 Sticks) for 8400 Printer, P/N: 570058, Mfg# 108R00604	1	EA	60.15	60.15
0003	Xerox Cyan Solid Ink (3 Sticks) for 8400 Printer, P/N: 570107, Mfg# 108R00605	1	EA	92.65	92.65
0004	Xerox Magenta Solid Ink (3 Sticks) for 8400 Printer, P/N: 570108, Mfg# 108R00606	1	EA	92.65	92.65
0005	Xerox Yellow Solid Ink (3 Sticks) for 8400 Printer, P/N: 570109, Mfg# 108R00607	1	EA	92.65	92.65
	REFERENCE YOUR GSA SCHEDULE GS-35F-0195J QUOTE NUMBER PW63162 DATED SEPTEMBER 2, 2004				
	THE PRODUCTS SHALL BE DELIVERED INSIDE TO				
	CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF INFORMATION SYSTEMS 4330 EAST WEST HIGHWAY ROOM 506 BETHESDA, MD 20814-4408				
	THE CPSC TECHNICAL POINT OF CONTACT IS ROCKY HAMMOND AT (301) 504-6833				

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1. CONTRACTOR'S NOTE
52.0000-4004A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. All deliveries shall be considered "inside deliveries" to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

ATTENTION GOVERNMENT VENDOR

A. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact Mr. Arliss Butler, Shipping and Receiving Coordinator at (240) 882-6386 or Mr. Ray Garcia, Property Management Officer at (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION:

9:00a.m. to 11:00a.m. or 1:30p.m. to 4:00p.m.
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Administrative Services (301) 504-7085
Procurement Services (301) 504-7045

Upon arrival, the driver should use the intercom box at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 516. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30a.m. to 5:00p.m.
BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

The name and address of the business concern (and separate remittance address, if applicable).

Taxpayer Identification Number (TIN).

Invoice date (use of invoice number in addition to invoice date is prudent but not required).

The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.

Description, price and quantity of goods or services actually delivered or renders.

Shipping cost terms (if applicable).

Payments terms.

All vendors please include the following information when invoicing for payment: ACH Vendor Information which includes the :
Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.

Other substantiating documentation or information as specified in the contract or purchase order.

Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
Washington, D.C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-7172 at the following address:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
Washington, D.C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

INSPECTION & ACCEPTANCE PERIOD

The Commission at the destination point within three (3) working days after the date of receipt shall inspect all materials/services. The CPSC contact person will transmit disapproval, if appropriate.

ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

CONTACT: William Graves @ (301) 504-7045.

PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347).

The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administration Services Branch (Room 520). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.